

Official letter due to company reorganization

Subject: Termination Notification

Dear [Employee Name],

Due to recent organizational restructuring, your current role at [Company Name] has been made redundant.

Your employment will be terminated effective [Termination Date]. You will receive a severance package as per company policy.

We appreciate your contributions to the company and wish you success in your future career.

Sincerely,

[Your Name]

[Position]

[Company Name]

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